



## **PLAT SUBMITTAL APPLICATION**

Community Development Department  
Engineering Division

**APPLICATION SUBMITTAL:** Applications will be *conditionally* accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

**The deadline for submittals is 12:00 PM on the first Monday of the month.**

Plat Name: \_\_\_\_\_

Submittal Type:

\_\_\_\_\_ Preliminary Plat                      \_\_\_\_\_ Final Plat                      \_\_\_\_\_ Replat  
\_\_\_\_\_ Abbreviated Plat                      \_\_\_\_\_ Extension Request of Approval                      \_\_\_\_\_ Other

### **Applicant**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### **Owner**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### **Engineer/Surveyor (if applicable)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Location of Property to be Platted:**

\_\_\_\_\_ Within City Limits

\_\_\_\_\_ Within Extra Territorial Jurisdiction (ETJ)

City: \_\_\_\_\_ County: \_\_\_\_\_

Survey: \_\_\_\_\_ Abstract No.: \_\_\_\_\_ Parcel No.: \_\_\_\_\_ Tract No.: \_\_\_\_\_

**Geographic Location (Use Name of Major Street, Bayous, Creeks, Streams):**

North of \_\_\_\_\_ East of \_\_\_\_\_

South of \_\_\_\_\_ West of \_\_\_\_\_

**Districts:**

School: \_\_\_\_\_ County Commissioner's Precinct: \_\_\_\_\_

TXDOT District: \_\_\_\_\_ TXDOT Local Office: \_\_\_\_\_

Zoning District: \_\_\_\_\_

**Plat Data:**

Location in Floodplain:

\_\_\_\_\_ 100- Year Floodplain (1% Annual Chance Floodplain)

\_\_\_\_\_ Base Flood Elevation

\_\_\_\_\_ 500-Year Floodplain (0.2% Annual Chance Floodplain)

\_\_\_\_\_ Base Flood Elevation

\_\_\_\_\_ Other Areas (Areas determined to be outside the 0.2% Annual Chance Floodplain)

**NEW DEVELOPMENT**

**Proposed**

**FOR REPLAT or ABBREVIATED ONLY**

**Existing**

**Proposed**

_____	<b>Total No. Acres</b>	_____	_____
_____	<b>Tracts/Parcels/Blocks</b>	_____	_____
_____	<b>Dwelling Units/Lots</b>	_____	_____
_____	<b>Acres in Reserve(s) &amp; Number of Reserve(s)</b>	_____	_____
_____	<b>Typical Lot</b>	_____	_____
_____	<b>Size Street Footage</b>	_____	_____

**Planned Improvements:**

Streets:        \_\_\_\_\_ Public                                \_\_\_\_\_ Private  
                     \_\_\_\_\_ Concrete                                \_\_\_\_\_ Asphalt                                \_\_\_\_\_ Asphalt/Concrete  
Storm System: \_\_\_\_\_ Curb &Gutter                                \_\_\_\_\_ Open Ditch                                \_\_\_\_\_ Combination  
Security Gates: \_\_\_\_\_ Manned                                \_\_\_\_\_ Automatic                                \_\_\_\_\_ Electronic  
Harris County Precinct 4        \_\_\_\_\_ Harris County Flood Control District        \_\_\_\_\_ TXDOT        \_\_\_\_\_

**List/ identify any entity or person that holds a certificate of convenience and necessity to provide any utility service to the any area within the proposed plat:**

\_\_\_\_\_

**Sanitary System:** \_\_\_\_\_ City                                \_\_\_\_\_ Septic Tanks                                \_\_\_\_\_ Other  
                                 \_\_\_\_\_ District (WUD)

**Lift Stations:**        \_\_\_\_\_ City                                \_\_\_\_\_ Septic Tanks                                \_\_\_\_\_ Other

**District Name and Address:** \_\_\_\_\_  
\_\_\_\_\_

**Water System:** \_\_\_\_\_ City                                \_\_\_\_\_ Private Wells                                \_\_\_\_\_ District (WUD)  
                                 \_\_\_\_\_ Private System

**District/Private System Name and Address:** \_\_\_\_\_  
\_\_\_\_\_

**Gas System:**        \_\_\_\_\_ City                                \_\_\_\_\_ Propane                                \_\_\_\_\_ Other  
                                 \_\_\_\_\_ Private System

**District/Private System Name and Address:** \_\_\_\_\_  
\_\_\_\_\_

**Existing Easements – Fee Strips:**

\_\_\_\_\_

\_\_\_\_\_

(Attach additional sheets if necessary)

**Certification (Name; If company or corporation, name of officers; address; zip code; telephone):**

Owner of Record:

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Optioned By:

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Developer:

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Architect or Engineer:

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Applicant:

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**This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.**

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Signature of Owner or Agent

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Date

## (FOR COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY)

### Plat Submittal Checklist:

(Unless otherwise stated, ALL items are required to be submitted with the first plat application)

\_\_\_\_\_ Plat Submittal Application - *Form completed and signed*

\_\_\_\_\_ Preliminary fee (\$ \_\_\_\_\_ check payable to City of Tomball)

\_\_\_\_\_ Final fee (\$ \_\_\_\_\_ check payable to City of Tomball)

\_\_\_\_\_ Filing fee (\$ \_\_\_\_\_ check payable to City of Tomball)  
**\$150.00 (for the first sheet) + \$50.00 each additional sheet**

\_\_\_\_\_ Title opinion (1 copy)-**NO MORE THAN 30 DAYS OLD**

\_\_\_\_\_ Letters to Utility Companies

\_\_\_\_\_ Original Tax Certificates: \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ School

\_\_\_\_\_ (20) Prints (Folded 8 1/2 x 12), **Signed only by the Surveyor**

\_\_\_\_\_ (1) Final Mylar/Transparency (Rolled) – **FINAL, CORRECTED, MYLAR MUST INCLUDE ALL CHANGES REQUESTED BY THE PLANNING AND ZONING COMMISSION AND THE CITY ENGINEER.**

\_\_\_\_\_ Final Mylar (**EXECUTED BY THE OWNER**) - **MUST BE PRESENTED TO THE CITY ENGINEER, ALONG WITH THE REDLINED COPY, FOR FINAL CITY REVIEW AND SIGNATURE. (Required for City Council Approval only)**

\_\_\_\_\_  
**Date Application Received**  
**By Community Development Department**

\_\_\_\_\_  
**(Signature – Community Development Department)**

# City of Tomball Plat Procedures

Planning and Zoning Commission meetings are held the 2<sup>nd</sup> Monday of the month.

The deadline to get on the agenda is noon the 1<sup>st</sup> Monday of the month.

The following items must accompany all applications:

Title Report – 1 Copy (No more than 30 Days old)

Plans for all Public Improvements (One-Line – Preliminary Plat)  
(Completed Set – Final Plat)

## Copy of letters sent to Utility Companies

20 Prints (each folded 8 1/2 x 12)

City Tax Certificate (It is included in the Tax Certificate from Harris County, if within the City Limits)

County Tax Certificate (Harris or Montgomery)

School District Certificate (Tomball, Klein, or Magnolia)

Original Mylar (For Recordation) - submit upon Recommendation of Approval from Planning & Zoning Commission with correction if applicable.

Corrected preliminary plat required prior to consideration of final plat.

The following fees must be paid when turning in the application:

Preliminary Plat:

\$200.00      Base Fee

\$1.00 Per Lot

\$5.00 Per Acre (for reserves within a subdivision that do not include single-family lots)

Final Plat:

\$200.00	Base Fee
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\$0.50 Per Lot

\$2.00 Per Acre (for reserves within a subdivision that do not include single-family lots)

Recording & Filing Fees:

\$150.00 For the first sheet

\$50.00 For each additional sheet.

## Utility Addresses for Utility Notification Letters

Centerpoint Energy/Houston  
Surveying & Right of Way  
P.O. Box 1700  
Houston, Texas 77251-1700

Comcast  
8500 W. Tidwell  
Houston, Texas 77040

AT&T Communications  
7602 Spring Cypress Road, Room 226  
Spring, Texas 77379

City of Tomball  
401 Market Street  
Tomball, Texas 77375

Utility Notifications must also be provided for Replats or Abbreviated Plats.

### **Sec. 70-12. Application for preliminary plat approval.**

**5) *Notice to utilities.*** Evidence of notice to all utility companies that provide service to the area encompassed by the proposed subdivision, whether public or private, shall accompany each application for preliminary plat approval. Such notice shall contain a statement of the intent to subdivide, the intended use of the property within the subdivision, and shall have attached to such notice a copy of the preliminary plat that is filed within the city.

### **Sample Letter:**

To Whom It May Concern:

I am enclosing a copy of a proposed \_\_\_\_\_ (Type of Plat) plat of \_\_\_\_\_ (Plat Title). The purpose of the plat is to create a \_\_\_\_\_ (Type of Use) Lot. We are preparing the plat for recordation in the Map Records of Harris County. Per the City of Tomball Development Procedures, we are requesting a “No Objection” letter for the attached plat.

If you have any questions or comments please contact \_\_\_\_\_ (Contact Person) at \_\_\_\_\_ (Telephone Number).

Please send a copy of the report to \_\_\_\_\_ (Surveyor or Owner Contact), by fax to \_\_\_\_\_ (Fax Number) or email to \_\_\_\_\_ (Email Address).

Thank you,

## **Public Hearing and Notification Requirements**

### **Special Public Hearing Notices for Replatting Properties deed restricted for residential use or located within Single Family or Duplex Residential District**

Replats of property that has been deed restricted for residential use or that is located within a single-family or duplex zoning district may require special notice for a public hearing. Special notice of the public hearing shall be given by the 15th day before the date of the hearing by (1) publication in an official newspaper; and (2) by written notice to the owners of lots that are in the original subdivision and that are within 200 feet of the lots to be replatted, as indicated on the most recently approved county tax roll. (Local Government Code Sec 212.015)

### **Plats Located within Tomball Corporate City Limits**

All properties to be subdivided that are located within the City of Tomball corporate city limits must meet the minimum lot area and dimension requirements as defined by Chapter 50 of the Code of Ordinances.

### **Plats Located within Tomball Extraterritorial Jurisdiction**

All properties to be subdivided that are located within the City of Tomball extraterritorial jurisdiction must adhere to the requirements described by Chapter 40 of the Tomball Code of Ordinances (“Subdivisions”).



## Minimum Plat Note Requirements

The following notes will be required on all plats:

### ***Public Easements:***

Public easements denoted on this plat are hereby dedicated to the public forever. Any public utility, including the City of Tomball, shall have the right at all times, of ingress and egress to and from and upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity of any time of procuring the permission of the property owner. Any public utility, including the City of Tomball, shall have the right to move and keep moved all or part of any building, fences, trees, shrubs, other growths or improvements that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of the easements shown on this plat. Neither the City of Tomball nor any other public utility shall be responsible for any damages to property within an easement arising out of the removal or relocation of any obstruction in the public easement.

### ***Flood Information:***

According to FEMA Firm Panel No.\_\_\_\_ (Effective Date\_\_\_\_), this property is in Zone “X” and is within / not in the 0.2% Annual Chance Flood Plain or According to FEMA Firm Panel No.\_\_\_\_ (Effective Date\_\_\_\_), this property is in Zone “\_\_” and within the 1% Annual Chance Flood Plain.

### ***Note #1:***

All oil/gas pipelines or pipeline easements with ownership through the subdivision have been shown.

### ***Note #2:***

All oil/gas wells with ownership (plugged, abandoned, and/or active) through the subdivision have been shown.

### ***Note #3:***

No building or structure shall be constructed across any pipelines, building lines, and/or easements. Building setback lines will be required adjacent to oil/gas pipelines. The setbacks at a minimum should be 15 feet off centerline of low pressure gas lines, and 30 feet off centerline of high pressure gas lines.

### ***Note #4:***

This plat does not attempt to amend or remove any valid covenants or restrictions.